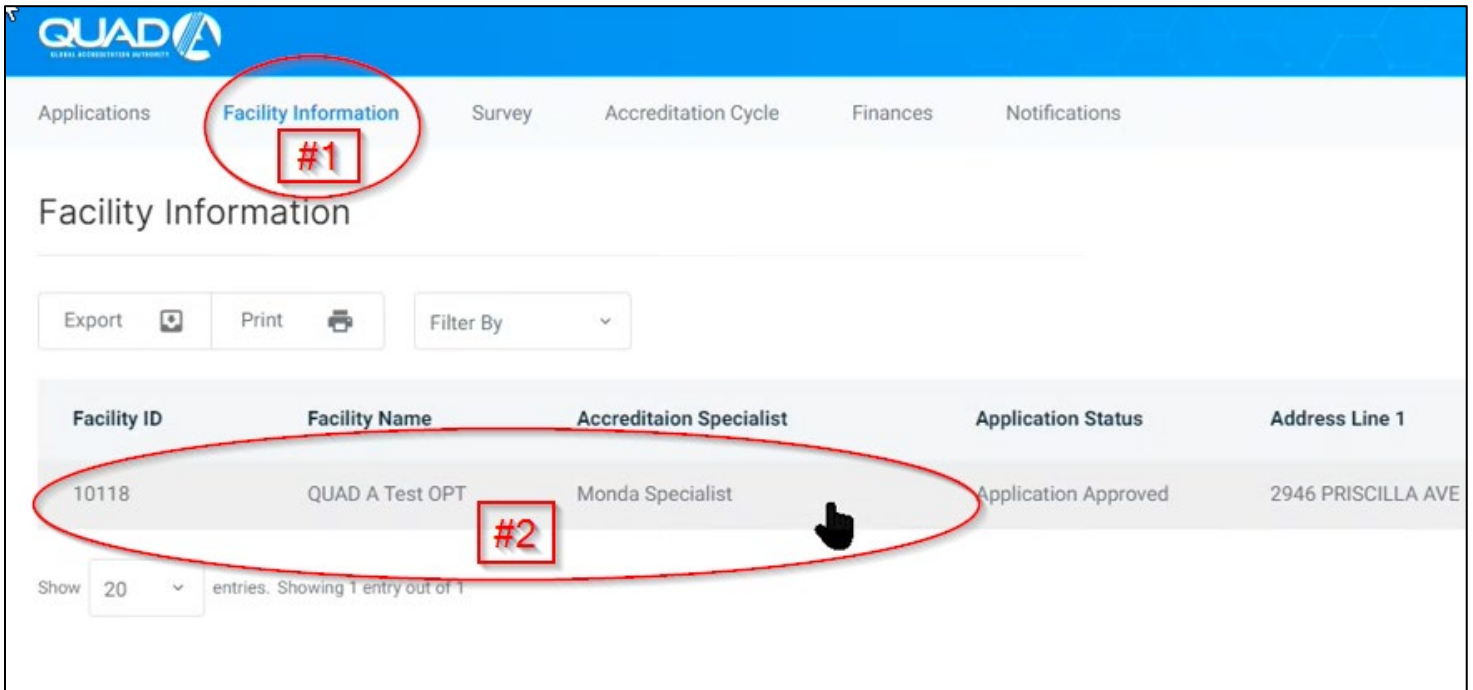


## How to Request Staff Changes in the QUAD A Portal

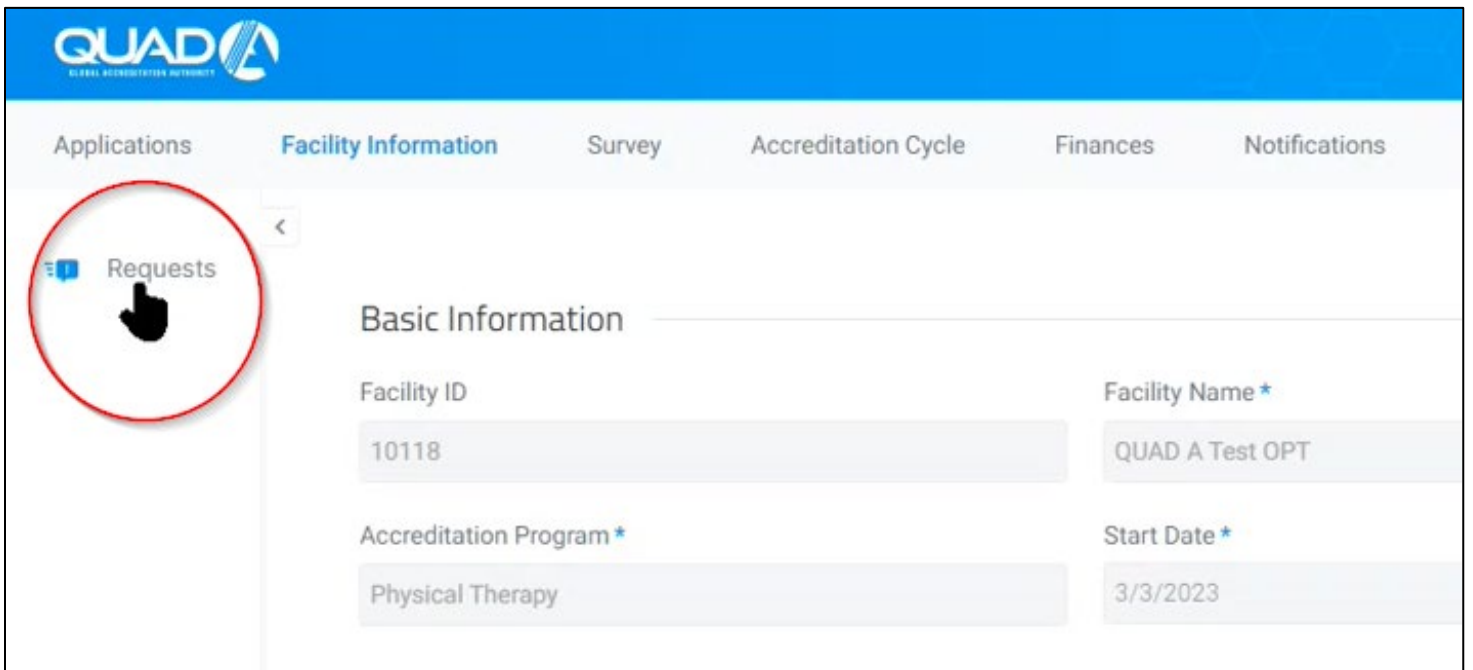
<https://portal.quada.org/login>

Once Logged into the Portal, click on “Facility Information” tab and select your facility.



Facility ID	Facility Name	Accreditaion Specialist	Application Status	Address Line 1
10118	QUAD A Test OPT	Monda Specialist	Application Approved	2946 PRISCILLA AVE

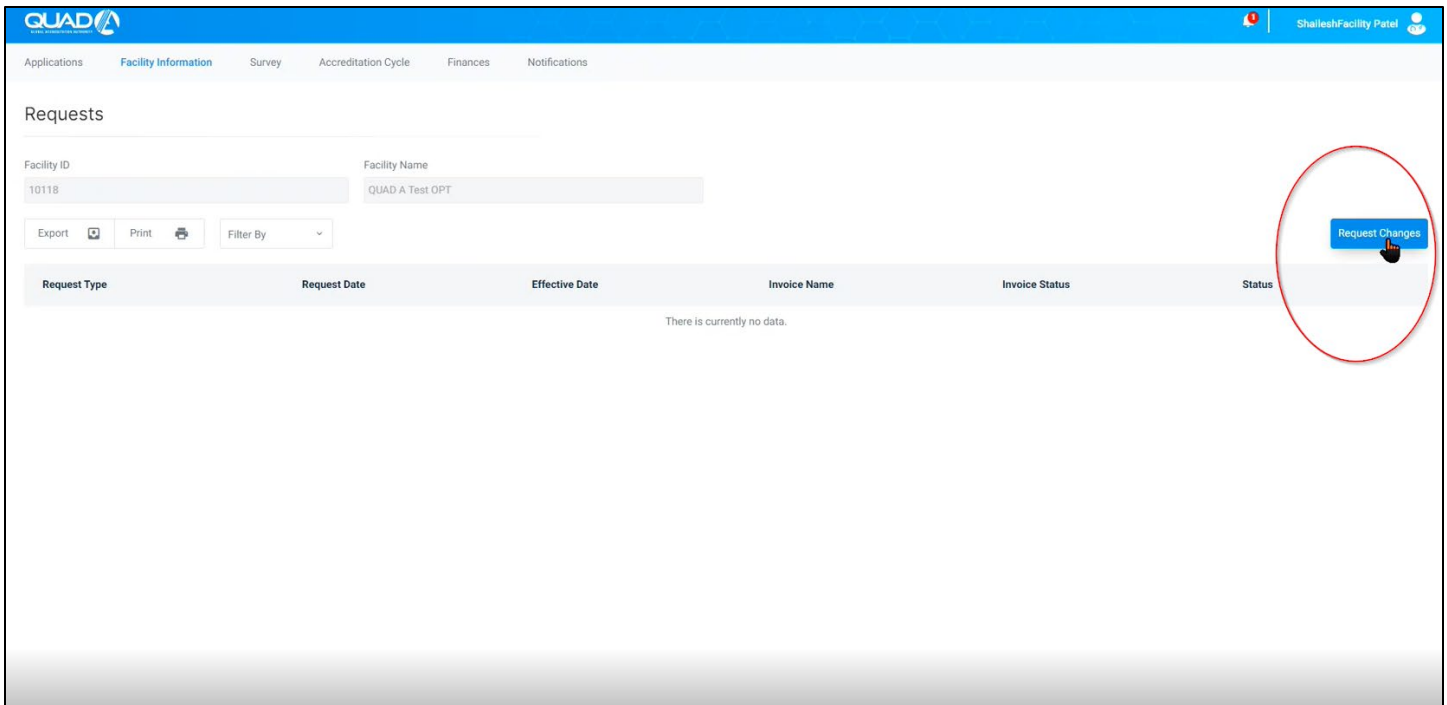
Once the facility’s page is open, click on “Requests” in left column.



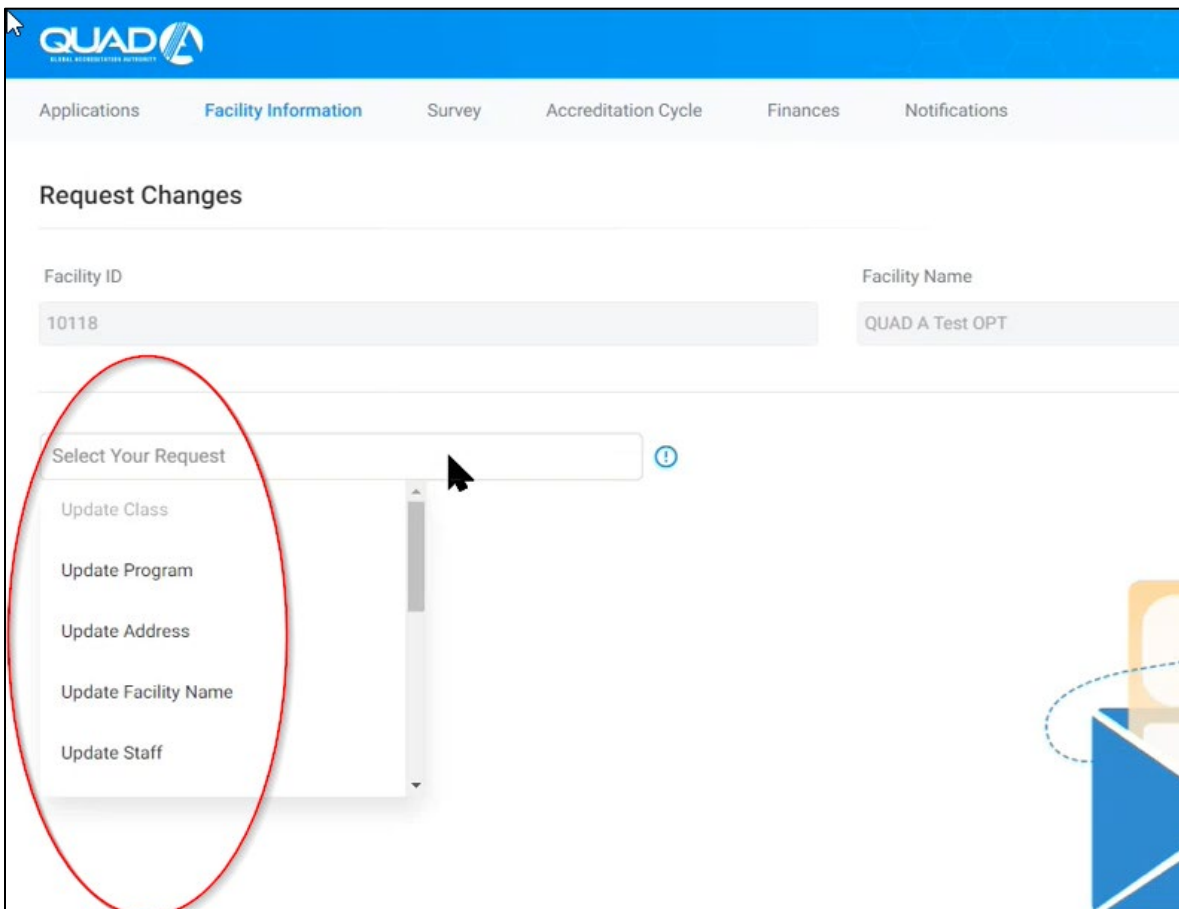
Basic Information

Facility ID	Facility Name *
10118	QUAD A Test OPT
Accreditation Program *	Start Date *
Physical Therapy	3/3/2023

On right side of page, click on blue button that says “Request Changes”

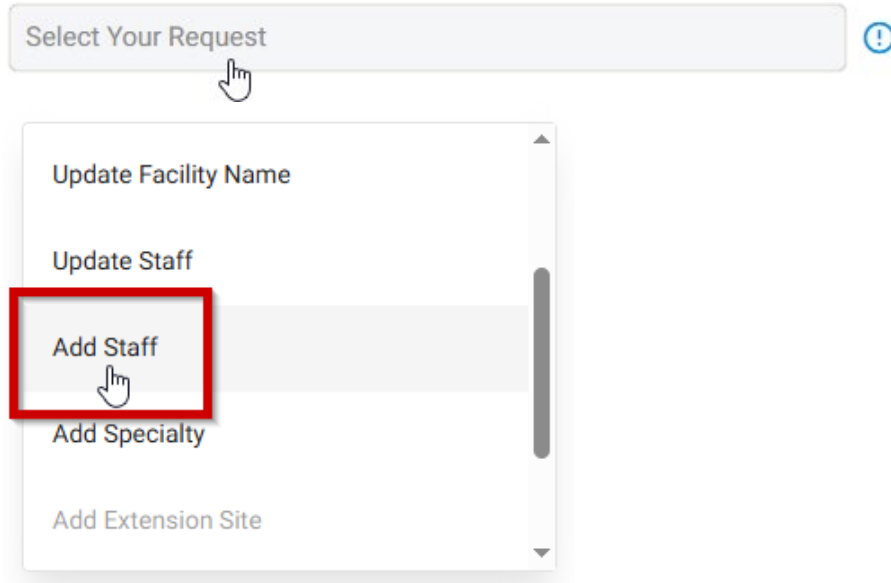


Click on “Select Your Request” drop-down box and choose the request type.



## Adding Staff

To add a new staff member (Facility Contact, Clinician/Physician, Medical Director, Clinic Administrator, Billing Contact, Consultant), select the option “Add Staff” in the request type drop down box.



Select Your Request

- Update Facility Name
- Update Staff
- Add Staff**
- Add Specialty
- Add Extension Site

Each new staff add is required to have a valid email address (Please note: only contacts, consultants, directors, administrators will receive emails from QUAD A). Fill in the applicable information for the new staff member, and click on “Send For Approval”.

### Required Credentials to Upload for New Clinicians & Physicians

#### **OPT & RHC Clinicians/Physicians, OPT Clinic Administrators, RHC Medical Directors**

- Clinician Licensure

#### **Medical Directors (excluding RHCs)**

- Medical Licensure
- Board Certification or proof of eligibility

#### **Surgeons/Proceduralists/Dentists (ASC, OBS, OBP, PD, OMS)**

- Medical Licensure
- Board Certification or proof of eligibility
- List of Facility Privileges

## Updating or Inactivating Staff

To inactivate or update existing staff, select “Update Staff” in the request type drop down box. Locate the staff member in the facility’s staff list, and click on the blue button that says “Update”. In this module, you can add roles, make adjustments on their credentials, and/or add an “End Date” to remove them from the facility’s active staff list. Once all adjustments have been made, click on “Send For Approval”.

Select Your Request ?

Add Staff ×

Update Staff ×

• You can update one user at a time, if you want to update multiple users, create multiple requests.

**Update Staff**

Name	Last Name	Role	Is Owner	Status	
Ellen	█	Facility Contact	No	Active	<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div> </div>
Jessie	█	Facility Contact	No	Active	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div>
visar	█	Facility Contact	No	Active	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div>
visar	█	Facility Contact	No	Active	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div>
Monda	█	Facility Contact	No	Active	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div>
ShaileshFacility	█	Facility Contact	No	Active	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div>
Tom Facility	█	Owner	Yes	Active	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div>
Tom Facility	█	Facility Contact, Medical Director, ...	No	Active	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Update</div>

**Active Roles** Add Role

Select Roles \*

Facility Contact ▼

Start Date \*

4/3/2025

End Date

MM/DD/YYYY

Facilities can keep tabs on all requests made through the portal in the Requests Module. If a request is approved by the Accreditation Specialist, the staff change will be reflected in the Facility Information.

Applications
Facility Information
Survey
Accreditation Cycle
Finances
Notifications

Facility Info
Requests

### Requests

Facility ID: 10118
Facility Name: QUAD A Test OPT

Export
Print
Filter By

Request Changes

Request Type	Request Date	Effective Date	Invoice Name	Invoice Status	Status
Update Staff				No Invoice Or Skipped	Approved
Update Staff, Add Staff				No Invoice Or Skipped	Canceled
Update Address			INV/2023/01324	Open	Pending

Show 20 entries. Showing 3 entries out of 3